

FundsAtWork Umbrella Funds retirement form (normal, early, ill health, or late retirement)

Member number

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Please fill in this form in the fields provided. Use the tab key to move from one field to the next.

Please attach the following documents:

- A copy of the member's ID/passport, if they have an identity card, please submit a copy of the front and back of the card.
- Annuity application form(s), if applicable.
- If this is an early retirement before the age of 55, proof of the employer's approval.
- If the member is retiring because of ill health proof of the employer's request to retire.
- A copy of the member's bank statement not older than three months, the Fund will not accept an ATM or internet statement, if applicable.

Section 1: Employer and Fund details (member completes this section)

Name of Fund

Name of employer

Type of retirement

Last day of employment

I want to postpone payment of my retirement benefit

If you want to postpone the payment date of your retirement benefit **and want it to remain invested in the Fund**, you do not need to complete section 5. When you are ready to take your retirement benefit from the Fund you must complete form MEB005. **The notes under section 5a explain the conditions for postponing the date on which you want to start receiving your retirement benefit.**

If you want to postpone the payment date of your retirement benefit **and want to transfer your retirement benefit from the Fund to a preservation fund or to a retirement annuity fund**, you must complete **section 5b**.

Section 2: Member details (member completes this section)

Employee number

Title Initial(s)

First name

Surname

Date of birth

RSA ID ID/passport

Passport country of origin

Attach a copy of ID/passport (if you have an identity card, please submit a copy of the front and back of the card).

Cellphone number

Residential address

Postal address

Postal code

Email address

Alternative email address

Tax number

Did you render any services outside of SA during your working career?

If yes, please complete this section:

From	To	Company
<input type="text" value="D D - M M - Y Y Y Y"/>	<input type="text" value="D D - M M - Y Y Y Y"/>	<input type="text"/>
<input type="text" value="D D - M M - Y Y Y Y"/>	<input type="text" value="D D - M M - Y Y Y Y"/>	<input type="text"/>
<input type="text" value="D D - M M - Y Y Y Y"/>	<input type="text" value="D D - M M - Y Y Y Y"/>	<input type="text"/>

Section 3: Indebtedness to employer (employer completes this section)

Section 37D of the Pension Funds Act states that a member's benefit may be reduced:

- If the member has caused damages to the employer because of fraud, theft, dishonesty, or misconduct. The member must have admitted liability in writing or there must have been a compensatory court order that has been obtained ordering the member to repay the damages to the employer. Together with this form, the employer must inform the Fund in writing of a potential claim against an employee. The employer must provide proof of the court order obtained or the written admission of liability by the member.
- If the employer has given a home loan as mentioned in section 19(5)(a) of the Pension Funds Act, the employer must provide proof of such loan agreement with this form.

Damages caused to the employer

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Amount to be deducted for the damages

R	<input type="text"/>
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Home loan provided to the member by the employer

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Amount to be deducted for the outstanding home loan

R	<input type="text"/>
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The recovery of personal indebtedness to the employer, such as personal loans and cellphone costs, is not permitted.

Section 4: Amounts that can be deducted from the retirement benefit at disinvestment (member completes this section)

Is there a maintenance order where the Fund is ordered to deduct a maintenance amount from your retirement benefit in favour of a maintenance claimant?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide a copy of the maintenance order

Is there a divorce order where the Fund is ordered to deduct a portion from your retirement benefit in favour of a non-member spouse?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide a copy of the divorce order and the settlement agreement, if applicable, and complete the divorce order form.

Section 5a: Retirement benefit options (member completes this section)

Buy an annuity with the whole retirement benefit (complete section 5d).

Take as a lump sum the whole or any portion of the vested portion of the retirement benefit and a maximum of one-third of the non-vested portion of the retirement benefit (if the non-vested portion is less than R247 500 you can take the whole non-vested portion as a lump sum), and buy an annuity with the balance (complete sections 5c and 5d).

Amount or percentage of the vested portion you want to take as a lump sum R or %

Amount or percentage of the non-vested portion you want to take as a lump sum R or %

Notes

Cash lump sums may be taxed.

While we process this claim, we will place the retirement benefit in the Fund's bank account to eliminate the possibility of it reducing because of volatile market conditions.

Vested portion of the retirement benefit applies if you are a member of the FundsAtWork Umbrella Provident Fund.

- **If you were younger than 55 on 1 March 2021:** your accumulated retirement benefit on 28 February 2021 plus the growth on your retirement benefit.
- **If you were 55 and older on 1 March 2021 and you remained a member of the FundsAtWork Umbrella Provident Fund until your retirement:** your accumulated retirement benefit on 28 February 2021 plus the growth on your retirement benefit plus all the contributions made by you to the FundsAtWork Umbrella Provident Fund after 1 March 2021 plus the growth on these contributions.
- **If you were 55 and older on 1 March 2021 and was a member of any other provident fund and you transferred to the FundsAtWork Umbrella Provident Fund after 1 March 2021:** your accumulated retirement benefit in that other provident fund as at the date of transfer plus the growth on that benefit.

Non-vested portion of the retirement benefit.

- **If you are a member of FundsAtWork Umbrella Pension Fund:** your total accumulated retirement benefit.
- **If you were a member of any other pension fund:** your total accumulated retirement benefit in such other pension fund(s).
- **If you were a member of a provident fund and younger than 55 on 1 March 2021:** all the contributions made by you to any retirement fund (including the FundsAtWork Umbrella Provident Fund) after 1 March 2021 plus the growth on these contributions.
- **If you were 55 and older on 1 March 2021 and you only transferred to the FundsAtWork Umbrella Provident Fund after 1 March 2021:** all the contributions made by you to the FundsAtWork Umbrella Provident Fund plus the growth on these contributions.

Conditions for postponing the date on which you want to start receiving your retirement benefit.

If you choose to keep the whole retirement benefit in the Fund, you will:

1. Remain invested in the same investment portfolio(s) you were in as an active member, but will be able to switch to any one of the other investment portfolios that are available in the Fund.
2. Not be eligible for any insurance benefits.
3. Not make any further contributions towards the Fund.

4. Not pay any administration fees because you are no longer contributing to the Fund.
5. Continue to pay asset management fees.
6. Continue to pay asset-based fees if you invest in external manager portfolios, ie non-Momentum portfolios.
7. Continue to pay Fund expenses, such as audit and actuarial fees.
8. You must advise the Fund by completing form MEB005 of the date on which you want your retirement benefit to be paid.

Section 5b: Postponed retirement benefit options if you choose to postpone the payment date of your retirement benefit and not remain invested in the Fund (member completes this section)

- Transfer the whole retirement benefit to the Momentum Retirement Annuity Fund or to another retirement annuity fund (**complete section 5e**).
- Transfer the whole retirement benefit to the Momentum Corporate Pension Preservation Fund or the Momentum Corporate Provident Preservation Fund or to another preservation fund (**complete section 5e**).

Section 5c: Existing bank account details if you selected a cash lump sum payment (member completes this section)

Name of account holder (member)	<input type="text"/>		
Account number	<input type="text"/>		
Name of bank/building society	<input type="text"/>		
Branch name	<input type="text"/>		
Branch code	<input type="text"/>		
Account type	Current/cheque <input type="checkbox"/>	Savings <input type="checkbox"/>	Transmission <input type="checkbox"/>
<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Member's signature	Date		

Section 5d: Insurer's details to buy an annuity (member completes this section)

- Option 1:** I want to buy the Momentum Golden Income With-Profit Annuity
The trustees of the Fund selected this annuity as their annuity strategy for the members.
- Option 2:** I want to buy another annuity
If you choose this option, include these details.

Name of insurer	<input type="text"/>		
Contact person	<input type="text"/>		
Contact number	<input type="text"/>		
Email address	<input type="text"/>		
Account holder	<input type="text"/>		
Account number	<input type="text"/>		
Bank name	<input type="text"/>		
Branch name	<input type="text"/>		
Branch code	<input type="text"/>		
Account type	Current/cheque <input type="checkbox"/>	Savings <input type="checkbox"/>	Transmission <input type="checkbox"/>
Financial adviser's name	<input type="text"/>		
Cellphone number	<input type="text"/>		
Email address	<input type="text"/>		

Section 5e: Transfer details if you selected a transfer (member completes this section)

Name of receiving fund	<input type="text"/>
Financial adviser's name	<input type="text"/>
Financial adviser's code	<input type="text"/>
Cellphone number	<input type="text"/>
Email address	<input type="text"/>

Section 6: Disinvestment effective date (member completes this section)

The Fund will start the disinvestment process of your retirement savings within 7 days of receiving this form and all the information required by the Fund so that it can fully process and pay your benefit. If you want your retirement benefit to stay invested until the day that your retirement benefit option is processed by the Fund, please tick the block below.

Yes, my retirement benefit should stay invested until the day the Fund processes my retirement benefit option.

The 7 days is for the disinvestment of the benefit. Only once the date of accrual is determined in terms of the rules of the Fund will the actual payment process start.

Section 7: Declaration by employer's authorised signatory

I, (full names)

certify that all details included in this form and accompanying documentation are true and correct.

Signed at

Designation

<input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Signed on behalf of the employer	Date

Section 8: Declaration by member

I, (full names)

declare that:

- All information provided in this form is true and correct.
- Payment by electronic transfer will constitute full and final settlement discharging the fund and their administrator, Momentum Corporate, of liability in terms of the rules of the fund.
- The benefit payment options available to me, as well as the tax implications, have been explained to me in full.
- After looking for the relevant financial advice, I confirm that the choices indicated here are my final instructions and I acknowledge that I am aware that the benefit paid will be subject to the rules of the fund and relevant legislation.

I indemnify the Fund and their administrator, Momentum Corporate, against any claim, loss and/or damage that may arise from executing the choices in this form.

I agree that the Fund and their administrator, Momentum Corporate, may process all information that I provide on this form. I understand that they will process my information in line with the Protection of Personal Information Act, 2013, and the Fund and Momentum Corporate's strict policies on protecting the confidentiality of my personal information.

[Click here](#) to read the Fund's Privacy Notice.

Signed at

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Member's signature

Date

The date of accrual of your benefit for tax purposes and the date on which your benefit is deemed for tax purposes to become payable by the Fund is the date we receive this fully completed form and all other documentation to allow the Fund to process your benefit.

Email the completed form together with supporting documents to momentumcorporateclient@momentum.co.za.

When you sign this form by inserting a digital signature it confirms that the information provided is true and correct.

Options to sign the form:

Place your scanned signature in the signature block.

- Store your scanned signature in a safe place on your computer.
- Select the 'comments' tab from your menu in Adobe.
- Select the 'add stamp' icon.
- Select custom stamps.
- Create custom stamps.
- You can now browse and upload your signature to save it as a custom stamp under 'sign here' in Adobe.
- You can now go back to your 'stamps' icon and select 'sign here' and select your saved signature.
- Place it in the document and save the document.

When you want to print the form to complete by hand you can turn off the field highlights by selecting the "highlight existing fields" on the top right-hand corner of your screen.